

Black History Month MS Word Assignment

1. Open a New Blank Document in MS Word. Use the file menu to change the page setup (under orientation) to landscape layout.

Hint:

Orientation:



2. Pick a quote that you can connect with from the website:

<http://www.buzzle.com/articles/african-american-quotes.html>

3. Copy the quote and paste it into a blank MS Word Document, including the name of the author (the person whose quote it is)

4. Look at the quote and think of one or two words that would summarize the theme of the quote. For example, the quote "*Even if I knew that tomorrow the world would go to pieces, I would still plant my apple tree.*" by Martin Luther King, Jr. I would pick out the word Tomorrow.

5. Type in your key word (such as Tomorrow from the example above) into the logo area at the website FlamingText.com. Format the logo and when ready, press

Create Logo



5. Download your logo from the site by using the [Download Logo](#) button and in Preview, save the file in the .png format to your desktop. For example, I would save mine as Tomorrow.png

6. Switch back to your Word Document where you pasted the quote in step 2 above (hint: you can press TAB and COMMAND to switch between different applications). Now let's put a Watermark on the document with the text art you created at flamingtext.com. From the Insert menu, select Watermark and instead of no watermark, choose the picture of the flamingtext that you just created. Allow Word to automatically size the watermark to fit.

7. Adjust the font size, color and location of the quote so that it has a nice layout over the watermark. Save your document as "Watermark Quote.docx"